

County of Gloucester  
Human Resources Manual

<b>CHAPTER:</b>	<b>3 - CHANGES IN EMPLOYMENT &amp; SEPARATION FROM SERVICE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>2 - PROMOTIONS</b>	<b>REVISED: 5/22/24</b>

The County shall advance employees in job titles according to NJ Civil Service Commission guidelines.

**Human Resources/designee:**

Appoints the employee, if approved, pending promotional exam.

Takes the following actions once the promotion is announced:

- a. Posts the announcement (4A:4-2.1(b)).
- b. Distributes applications.
- c. Obtains signatures of eligible employees who are not interested in pursuing the promotion.
- d. Returns the completed package to the NJCSC.
- e. If desired, requests a waiver of competitive exam if the promotion meets criteria (4A:4-2.7) or requests a formal written examination.

If a waiver has been requested by the County and approved by the NJCSC, obtains authorization to appoint the employee to the new title permanently.

If there is no waiver, obtains a certification.

Applicant completes and e-mails applications directly to the NJCSC (4A:4-2.1(5)e).